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**DIRECTORY OF
SERIAL INTERLIBRARY LOAN
AND PHOTOCOPY POLICIES
IN ALBERTA GOVERNMENT AND
COLLEGE LIBRARIES**

2ND EDITION

EDMONTON, ALBERTA
COOPERATIVE GOVERNMENT LIBRARY SERVICES
ALBERTA LEGISLATURE LIBRARY
OCTOBER 1985



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INTRODUCTION

The Directory of Serial Interlibrary Loan and Photocopy Policies is to be used in conjunction with the AGLC/AACL Union List of Serials. Once a user has determined a journal location, he/she should consult the Directory to determine loan period, turnaround time, charges, etc.

The Directory includes only those Alberta Government and College Libraries whose serial holdings are in the AGLC/AACL Union List of Serials.

In cases where there is more than one location per journal title, Edmonton area government libraries should attempt to fill requests in the following order:

1. Edmonton area government libraries
2. University of Alberta via Cooperative Government Library ILL Service
3. Edmonton area college libraries
4. Out-of-town government libraries
5. Out-of-town college libraries

Government libraries outside of Edmonton should try to fill their requests from libraries in their own geographical area before contacting Edmonton area libraries.

Similar guidelines will be proposed for college libraries by the Alberta Association of College Librarians.

Symbol	Library / Contact	Requests Accepted by	Loan Period A. Paper B. Film/Fiche	Charges	Photocopy Service/Charges A. Paper B. Film/Fiche	Payment Procedures
AAAR	Alberta Agriculture Branch Library Airdrie Regional Office Bag Service #1 Airdrie, Alberta TOM 080 Sharon McLafferty, 161-0111 (RITE) 948-5101	Telephone from Alberta Government Libraries. Written requests from other libraries.	A. At librarian's discretion. Prefer to provide photocopies. B. n/a	n/a	A. One week turnaround. Will loan if substantial amount of copying required. B. n/a	n/a
ABAH	Alberta Agriculture Branch Library Horticultural Research Centre Brooks, Alberta T0J 0J0 Joyce Clark, 166-1133(RITE) 362-3391	Telephone from Alberta Government Libraries. Written requests from other libraries.	A. At librarian's discretion. Prefer to provide photocopies. B. n/a	n/a	A. One week turnaround. Will loan if substantial amount of copying requested. B. n/a	n/a
ACAD	Alberta Alcoholism & Drug Abuse Commission Library, Calgary 3rd Floor, 1177-11th Ave. S.W. Calgary, Alberta T2R 0G5 Linda Scott, 244-2727	Telephone or ILL forms.	A. Non-circulating B. n/a	n/a	A. 1-3 days turnaround. No charge. B. n/a	n/a
ACAL	Camrose Lutheran College Library Camrose, Alberta T4V 2H3 A. Ingbergsson, 679-1144	ILL forms, letter, or note.	A. Do not lend. B. Do not lend.	n/a	A. Turnaround time dependent on mail service. No charge under 15 pages. Over 15 pages charge of 10¢/copy + plus postage. B. n/a	Payment by cheque. Bill enclosed with copy sent.
ACBB	Foothills Christian Library 315 - 86th Ave., S.E. Calgary, Alberta T2H 1Z2 Ray Doerksen, 258-0777	Policies have not been formalized. Each request will be handled on an individual basis.				

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ACER	Alberta Energy Resources Conservation Board Library 640 - 5th Ave., S.W. Calgary, Alberta T2P 3G4 297-8242	Telephone Envoy 100 : ERCB.LIB ILL forms	A. Two weeks maximum B. Two weeks maximum	n/a	A. 1-2 days turnaround. No charge, except 30¢/page if substantial amount of copying requested. B. 2-3 days turnaround. 30¢/exposure.	
ACMR	Mount Royal College Learning Resource Centre 4825 Richard Road, S.W. Calgary, Alberta T3E 6K6 Margot Calvert, 240-6133	ENVOY 100 : ADMIN/ILL .ACMR ILL forms	A. Do not lend. B. Do not lend.	n/a	A. 3 days turnaround. 20¢/page, \$2.00 minimum charge. B. 3 days turnaround. 20¢/page, \$2.00 minimum charge.	Will invoice.
ACOHS	Alberta Workers' Health, Safety & Compensation Library 1021 - 10 Ave., S.W. Calgary, Alberta T2R 0B7 Kim Polvi, 297-7282	Telephone ILL forms	A. Do not lend. B. n/a	n/a	A. No charge for copying. B. N/A	n/a
ACRS	Alberta Research Council. Calgary Branch Library Carnia Bldg. 6815 - 8th Street, N.E. Calgary, Alberta T2E 7H7 Terry McDonald, 297-2620	Telephone for rush items only. Envoy 100 ILL forms	A. Do not lend, will photocopy. B. Do not lend.	n/a	A. 1-2 days turnaround. No charge B. 1-2 days turnaround. No charge	n/a
ACSA	Southern Alberta Institute of Technology Learning Resources Centre 1301 - 16th Ave., N.W. Calgary, Alberta T2M 0L4 Joe Hill, 284-8682	Telephone calls: long distance or rush only. Prefer ILL forms. Envoy 100 : ILL.ACSA	A. Two week loans can be arranged, but prefer to photocopy. B. Do not lend.	n/a	A. Two days turnaround. Limit of 25 pages. No charge. B. Two days turnaround. Limit of 25 pages. No charge.	No billing done.

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ACVC	Alberta Vocational Centre Library 332 - 6th Ave., S.E. Calgary, Alberta T2G 4S6 Nora Robinson, 297-4978	Telephone, ILL forms, or Letters	A. One week loans may be arranged, but prefer to photocopy. B. n/a	n/a	A. Copying done as quickly as possible. No charge. B. n/a	n/a
ADCR	Alberta Research Council Devon Branch Library #1 011 Patch Drive Devon, Alberta T0C 1E0	To obtain interlibrary loans or photocopies from this branch contact either Jennifer Fullen or Hanne Csanyi, at 438-1666, ext. 309				
ADTMP	Alberta Tyrrell Museum of Paleontology Library Box 7500 Drumheller, Alberta T0J 0Y0 Joanne Lavkulich, 164-1271(RITE) 823-7707	Telephone ILL forms	A. Three week loans B. Three week loans	n/a	A. Two days turnaround. No Charge. B. One week turnaround. No Charge.	n/a
AEA	Alberta Historical Resources Library 12845 - 102 Avenue Edmonton, Alberta T5N 0M6 Jo Toon, 427-1750	Telephone or ILL forms	A. Two week loans may be arranged, but prefer to photocopy. B. One month loans.	n/a	A. 1-2 days turnaround. No charge to government libraries. 15¢/copy to other libraries. B. Equipment not available.	Invoice would be sent.
AEAD	Alberta Alcohol & Drug Abuse Commission Library 7th Floor, 10909 Jasper Avenue Edmonton, Alberta T5J 3M9 Ardith Smith, 427-7303	Telephone Forms not required.	A. Do not normally lend, will photocopy. How- ever, if article is lengthy will loan for a short time. B. n/a	n/a	A. One week turnaround. No charge. B. n/a	n/a

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AEAG	Alberta Agriculture Library Agriculture Bldg. 7000 - 113 Street Edmonton, Alberta T6H 2T6 Fran Hewitt, 422-1304	Telephone from Alberta Government Libraries. Written requests from other Libraries.	A. At librarian's discretion. Prefer to provide photocopies. B. n/a	n/a	A. One week turnaround. Will loan if substantial amount of copying requested. B. n/a	n/a
AEAPA	Alberta Personnel Administration Office Library 3rd Floor, Kensington Place Edmonton, Alberta T5J 3S8 Jasveer Jhass, 427-7897	Telephone ILL forms	A. One week loans. B. n/a	n/a	A. One day turnaround. No charge. B. n/a	n/a
AECA	Alberta Consumer and Corporate Affairs Resource Centre Main Floor, 11044 - 82 Ave Edmonton, Alberta T6G 0T2 Rean Modien, 427-5215	Telephone from Alberta Government Libraries. ILL forms from other libraries.	A. Prefer to provide photocopies. B. n/a	n/a	A. One week turnaround. No charge. B. n/a	n/a
AECL	Alberta Culture Library 11th Floor, CN Tower 10004 - 104 Avenue Edmonton, Alberta T5J 0K5 Anna Kaminski, 427-2571	Telephone in Alberta. Telex 037-41652 ILL forms	A. Two week loans can be arranged, but prefer to photocopy. Do not lend newspapers. B. n/a	n/a	A. 2-3 days turnaround. No charge. B. n/a	n/a
AEE	Alberta Education Library Services 4th Floor, Devonian Bldg. 11160 Jasper Avenue Edmonton, Alberta T5K 0L2 Bob LeComber, 427-2985	Telephone Envy 100 : ILL.AEE INET 2000 UTLAS	A. Loan period of two days plus mailing time for gov't. libraries. Photocopies only to other libraries. B. Two week loans	n/a	A. One day turnaround. No charge. B. Not available.	n/a

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AEED	Alberta Economic Development 8th Floor, Sterling Place 9940 - 106 Street Edmonton, AB T5K 2P6 Shirley Machan, 427-4957	Telephone Telex 037-2197 ILL forms	A. Two week loans to govt. libraries. Photocopies to other libraries. B. Two week loans.	n/a	A. One day turnaround. No charge. B. n/a	n/a
AEEN	Alberta Environment Library 14th Floor, Oxbridge Place 9820 - 106 Street Edmonton, Alberta T5K 2U6 Bonnie Kendall, 427-5870	CLA form must accompany request.	A. One week loans. If readily available through the larger institutions such as University, public, and Legislature libraries, request will be sent back to requesting library. B. Microfilm - One week Microfiche - will provide copy in fiche format.	n/a	A. Two weeks turnaround. No charge. B. One week turnaround. No charge.	n/a
AEENR	Alberta Energy & Natural Resources Library 9th Floor, Petroleum Plaza, South Tower 9915 - 108 Street Edmonton, Alberta T5K 2C9 Sandra Englehardt, 427-7425	Telephone from Alberta Government libraries only. Telex 037-3676 ILL forms	A. Two week loans. No renewals. B. One month. One renewal permitted. Subject to recall after first two weeks.	n/a	A. One week turnaround. Maximum of 25 pages. No charge. B. n/a	n/a
AEFIA	Alberta Federal & Inter-governmental Affairs Library 14th Floor, South Tower 10030 - 107 Street Edmonton, Alberta T5J 3E4 Anita Duncan, 427-2614	Telephone from Alberta Government libraries only. Telex 037-3300 ILL forms	A. Two week loans for periodicals. Do not lend newspapers. B. Do not lend.	n/a	A. One day turnaround. No charge up to 100 pages. 34/page over 100 pages. B. n/a	Invoice is issued. Receipt available.
AEGMCR	Learning Resources Centre Cromdale Campus, Grant MacEwan Community College 8020 - 118 Avenue Edmonton, Alberta T5B 0R8 Karen Hoskins, 474-8521, ext. 217	Telephone from Alberta Government and institution libraries. Envoys (through Millwoods Campus) ILL forms	A. Do not lend. Will photocopy. B. Do not lend. Will photocopy.	n/a	A. 2-3 days turnaround plus mailing time. No charge up to 10 pages. Cost 15¢/page over 10 pages. B. Same as for A.	Would notify by letter.

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AEGMJP	Learning Resources Centre Jasper Place Campus Grant MacEwan Community College 10045 - 156 Street Edmonton, Alberta T5P 2P7 Ruth MacDougall, 483-4415	Telephone from Alberta Government and institution libraries. Envoys (through Millwoods Campus) ILL forms	A. Do not lend. Will photocopy. B. Do not lend. Will photocopy.	n/a	A. 2-3 days turnaround, plus mailing time. No charge up to 10 pages. Cost of 15¢/page over 10 pages. B. Same as for A.	Would notify by letter.
AEGMW	Learning Resources Centre Millwoods Campus Grant MacEwan Community College 7319 - 29th Avenue Edmonton, Alberta T6K 2P1 Marlene Gardner, 462-5681	Telephone from Alberta Government and institution libraries Envoys : ILL.AEGMW ILL forms	A. Do not lend. Will photocopy. B. Do not lend. Will photocopy.	n/a	A. 2-3 days turnaround, plus mailing time. No charge up to 10 pages. Cost of 15¢/page over 10 pages. B. Same as for A.	Would notify by letter.
AEGS	Alberta Public Works, Supply & Services Departmental Library Main Floor, 6950 - 113 St. Edmonton, Alberta T6H 5V7 Genny Sveinson, 427-8224	Telephone ILL forms optional	A. One week loans. Current issue not loaned. B. n/a	n/a	A. Two days turnaround. No charge. B. N/A	n/a
AEHSC	Alberta Hospitals & Medical Care Library 5th Floor, Ry's Centre 11010 - 101 Street P.O. Box 2222 Edmonton, Alberta T5J 2P4 Carol Morgan, Karen Boudreau, 427-8720, 427-0602	Telephone ILL forms	A. Three week loans. B. Three week loans.	n/a	A. 2-3 days turnaround. No charge if less than 25 pages. Over 25 pages by special arrangement.	n/a
AEHSD	Alberta Social Services & Community Health Library 6th Floor, 7th Street Plaza, 10030 - 107 St. Edmonton, Alberta T5J 3E4 Helen Alseth, 427-7272	Alberta Government libraries' requests are not restricted. Other libraries should submit an ILL form.	A. One week to Alberta government libraries. No loans to other libraries. Current issues not loaned. B. n/a	n/a	A. Three days turnaround.	n/a

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AEHT	Alberta Transportation Library 1st Floor, Twin Atria Bldg., 4999 - 98 Ave. Edmonton, Alberta T6B 2X3 Pam Kenny, 427-8003	Telephone from Alberta Government libraries only. Telex 037-3065 ILL form required for all other libraries.	A. One week loans to Alberta Government libraries only. Prefer to provide photocopies. B. Not loaned	n/a	A. Three days turnaround. No charge. B. Three days turnaround. (Will photocopy journal articles and abstracts from reports).	n/a
AEIC	Alberta Tourism & Small Business Library 1500 Capitol Square 10065 Jasper Avenue Edmonton, Alberta T5J 0H4 Aileen Fung, 427-3299	Telephone from Alberta Government libraries only. Telex 037-3651 ILL forms Letter	A. Do not lend. B. Do not lend.	n/a	A. 3-5 days turnaround. No charge. B. 3-5 days turnaround. Will copy up to five images. No charge.	n/a
AEKC	King's College Library 10766 - 97 Street Edmonton, Alberta T5H 2M1 Simona Maaskant, 428-0727	Telephone ILL forms	A. Four week loans, but subject to recall at any time. B. One week loans, but subject to recall.	Cost of photo-copying and postage	A. Two days turnaround. Charge of 10¢/page. B. Five days turnaround. Charge of 50¢/page.	Invoice will be sent. Cheque or money order accepted.
AEWA	Alberta Municipal Affairs Library 9th Floor, Jarvis Bldg. 9925 - 107 Street Edmonton, Alberta T5K 2H9 Anne Compagna, 427-4829	Telephone ILL forms	A. One week loans. Do not lend current issues. B. Three week loans.	n/a	A. Two days turnaround. No charge. B. Two days turnaround. No charge.	n/a
AEMAN	Alberta Manpower Library 19th Floor, Park Square 10001 Bellamy Hill Edmonton, Alberta T5J 3W5 Colleen Good, 422-4752	Telephone ILL forms	A. Two week loans. B. n/a	n/a	A. 1-2 days turnaround. No charge.	n/a

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AEML	Alberta Labour Library 3rd Floor, 10808-99 Ave. Edmonton, Alberta T5K 0G2 Debbie Hunter, 427-8533	Telephone ILL forms	A. Two week loans B. n/a	n/a	A. Two days turnaround B. n/a	n/a
AEMA	NAIT Learning Resources Centre 11762 - 106 Street Edmonton, Alberta T8N 0A5 Alice Lechelt, 481-8777	Telephone from Alberta Government & other libraries with whom there are reciprocal arrange- ments. ILL forms. Other written formats.	A. Do not lend. B. Do not lend.	n/a	A. One day turnaround. Charge of \$1.50 (up to 24 pages). B. One day turnaround. 60¢/exposure + 15% surcharge. (No charge where reciprocal arrangements in place)	Photocopy is sent with note of the amount owed. An invoice is sent later.
AENABC	North American Baptist College Library 11525 - 23 Avenue Edmonton, Alberta T6J 4T3 Arnold Rapske, 437-1960, local 25 or 24	Telephone ILL forms	A. To be negotiated. No formalized policy to date. B. n/a	n/a	A. 2-3 days turnaround. Charge of 10¢/page. B. n/a	Billed by general office.
AEOHS	Alberta Occupational Health & Safety Library 5th Floor, Donsdale Place, 10709 Jasper Avenue Edmonton, Alberta T5J 3N3 Helene Wickens, 427-3530	Telephone, but prefer ILL forms.	A. Two week loans. Do not lend current issues. B. n/a	n/a	A. Limited service offered. Copying done as quickly as possible. B. n/a	n/a
AEP	Alberta Legislature Library 216 Legislature Bldg. Edmonton, Alberta T5K 2B6 Lorne Buhr, 427-2473	Telephone ILL forms (Telephone or memo preferred)	A. One week loans for journals, two weeks for bound volumes. Lend newspapers only in microform. B. One week loans for Edmonton, two week loans outside of Edmonton.	n/a	A. One day turnaround. No charge up to 20 pages, then 15¢/page. (No charge to AGLC members). B. One day turnaround. Charge of 15¢/page. (No charge to AGLC members).	Cash or cheque. Larger amount may be invoiced. NOTE: MORE COMPLETE POLICY STATEMENT ON AVAILABLE ON REQUEST.

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AEPW	Alberta Public Works, Supply & Services College Plaza Resource Centre 17th Floor, College Plaza, 8215 - 112 ST. Edmonton, Alberta T6G 5A9 Pat Onysyk, 427-3819	Telephone ILL forms	A. One week loans. (Will lend only if article is 25 pages or more, other- wise, will provide photocopy). B. n/a	n/a	A. Three days turnaround. No charge. B. n/a	n/a
AER	Alberta Research Council Library Services 5th Floor, Terrace Plaza 4445 Calgary Trail South Edmonton, Alberta T6H 5R7 Attention: Jennifer or Hanne, 438-1666 ext. 309	Telephone for <u>RUSH</u> Items only ENVOY 100 ILL forms	A. Do not lend, will photo- copy. B. n/a	n/a	A. 1-2 days turnaround. No charge. B. n/a	n/a
AERC	Alberta Research Council Clover Bar Branch Library c/o 11315 - 87 Ave. Edmonton, Alberta T6G 2C2	To obtain interlibrary loans or photocopies from this branch contact either Jennifer Fullen or Hanne Csanyi, at 438-1666, ext. 309.				
AERPW	Alberta Recreation & Parks Library 8th Floor, Standard Life Centre 10405 Jasper Ave. Edmonton, Alberta T5J 3N4 Kathy Fitzpatrick, 427-7638	Telephone from Alberta Government libraries only, but prefer ILL forms from all libraries.	A. Two week loans. Do not lend current issues. B. Two weeks from receipt of material.	n/a	A. 1-2 days turnaround. No charge. B. n/a	n/a
AERU	Alberta Research Council University Branch Library 11315 - 87 Avenue Edmonton, Alberta T6G 2C2	To obtain interlibrary loans or photocopies from this branch contact either Jennifer Fullen or Hanne Csanyi, at 438-1666, ext. 309				

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AESG	Alberta Solicitor General Central Library 10th Floor, John E. Brownlee Bldg. 10365 - 97 Street Edmonton, Alberta T5J 3W7 Eunice Cutting, 427-3421	Telephone Envy 100 : ILL.ASGLS ILL forms	A. Do not lend. B. Three weeks renewable	n/a	A. One week turnaround. No charge. Courtesy service to libraries only. B. Copies not available.	n/a
AET & AETBS & AETCT	Alberta Treasury Libraries 404 Terrace Building 9515 - 107 Street Edmonton, Alberta T5K 2C3 Joy Laidlaw, 427-7595	Telephone from Alberta Government Libraries only. ILL forms. Memo.	A. One week loans. B. n/a	n/a	A. 1-2 days turnaround. No charge. B. n/a	n/a
AGPC	Learning Resources Centre, Grande Prairie Regional College Grande Prairie, Alberta T8V 4C4 539-2051	UTLAS Mail Box GPC Envy 100 : ILL.AGPC ILL forms	A. Do not lend. B. Two weeks use, but prefer to send copies.	n/a	A. Two days turnaround. Charge of 25¢/page (at their discretion.) B. Two days turnaround. Charge of 25¢/page(at their discretion.)	Billed through Finance Office.
ALAAF	Alberta Agriculture Branch Library, Lacombe Agriculture Bldg. Lacombe, Alberta T0C 1S0 Marsha Glenn, 423-4214	Telephone from Alberta Government Libraries. Written requests from other libraries.	A. At librarian's discretion. Prefer to provide photo- copies. B. n/a	n/a	A. One week turnaround. Will loan if substantial amount of copying required. B. n/a	n/a
ALC	Buchanan Resource Centre Lethbridge Community College 3000 College Drive South Lethbridge, Alberta T1K 1L6	Envy 100 : ILL.ALC ILL forms	A. Do not lend. B. Do not lend.	n/a	A. Done as soon as possible given staff & time constraints. No charge up to 30 pages. Above 30 pages charge of 10¢/ page. B. Same as for A, except charge of 20¢/page.	Payment expected upon receipt of item. ILL form serves as invoice.

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A0AC	Learning Resource Centre Olds College Olds, Alberta TOM IPO Kemmie Sanderson, 556-8325	ILL form usually required.	A. Do not lend. B. Do not lend.	n/a	A. 1-2 weeks turnaround (depending upon delivery system). No charge for first 15 pages, 10¢/page for additional pages. B. Same as A, except charge of 5¢/page for added pages.	Invoice
A0AF	Alberta Agriculture Branch Library, Olds Provincial Bldg., Box 2000 5030 - 50th Street Olds, Alberta TOM IPO Maggie Lamb, 154-1240(RITE) 556-1238	Telephone from Alberta Government Libraries. Written requests from other libraries.	A. At librarian's discretion. Prefer to provide photocopies. B. n/a	n/a	A. One week turnaround. Will loan if substantial amount of copying required. B. n/a	n/a
AR0AR	Alberta Agriculture Branch Library, Red Deer 3rd Floor, Provincial Bldg. 4920 - 51st Street Red Deer, Alberta T4N 5Y5 Chris Corbett, 151-5337(RITE) 343-5337	Telephone from Alberta Government Libraries. Written requests from other libraries.	A. At librarian's discretion. Prefer to provide photocopies. B. n/a	n/a	A. One week turnaround. Will loan if substantial amount of copying required. B. n/a	n/a
ARDC	Red Deer College Learning Resources Centre P.O. Box 5005 Red Deer, Alberta T4N 5H5 Joanne Bowrey, 151-0111(RITE) 342-3344	Envy 100 : ILL-ARDC ILL forms	A. Do not lend. B. Do not lend.	None within Alberta	A. 24 hr. turnaround. No Charge. B. 24 hr. turnaround. No Charge.	n/a
AVC	Lakeland College Resource Centre Vermilion Campus Vermilion, Alberta T0B 4M0 Marilyn Bryden, 141-0111(RITE) 853-8465	Telephone Envy 100 : ILL-AVC Telex 037-3895 ILL forms	A. Do not lend. B. Do not lend.	n/a	A. Two days turnaround. No Charge up to 5 pages. Beyond 5 pages there is a charge of 10¢/page. B. Same as for A (paper)	Bill is sent.

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AVEE	Alberta Environmental Centre Library Bag 4000 Vegreville, Alberta T0B 4L0 Gerry Kerr, 632-6761	Telephone Envoy 100 Telex 037-42783 ILL forms	A. Two week loans. B. Two week loans.	n/a	A. 2-4 days turnaround. No charge. B. One week turnaround. No charge	n/a

N.L.C. - B.N.C.



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